

<b>Job Title:</b> Assistant Town Clerk	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Town Clerk	<b>Department:</b> Town Clerk	<b>Grade:</b> 3
<b>Created Date:</b> July 31, 2013	<b>Revised Date:</b> June 29, 2017	<b>Approved Date:</b> June 29, 2017
<b>Created by:</b> Dawn Michanowicz and Don Jacobs, HR	<b>Revised by:</b> Dawn Michanowicz, Town Clerk	<b>Approved by:</b> Ross Perry, Town Administrator

## **TOWN OF STERLING ASSISTANT TOWN CLERK**

### **Statement of Duties**

Under Massachusetts General Laws [MGL] Ch41:19, the Assistant Town Clerk acts as the Town Clerk in his or her absence. In that capacity the Assistant Town Clerk assumes all the statutory powers of that office and is subject to the requirements and penalties applicable to the Town Clerk. This office is the first door of government accessed by individuals seeking information and resolution to problems. The ability to work effectively and efficiently, while answering a wide variety of requests from citizens, is a key component of this position. Communication, accurate record retention and the ability to interpret and understand the legal implications of laws and local bylaws is crucial.

Prescribed by 73 Chapters and 451 sections of MGL, the Assistant Town Clerk serves a vital function in support of the Town Clerk. Elections and Town Meetings are the Assistant Town Clerk's priority. They demand time, require complex and specific measures as prescribed by state laws. Failure to comply may result in serious consequences such as Court action, challenges or legal and/or financial repercussions.

### **Supervision**

Works under the direct supervision of the Town Clerk but requires independent judgment and initiative. Prioritizes statutory deadlines. Generally establishes own work plan and completes work assignments as time allows. New laws or policies or unusual assignments may require additional instruction, supervisory review, and/or educational coursework.

### **Supervisory Responsibilities**

Supports the Town Clerk with supervisory responsibility of the office staff which includes the 3 Board of Registrars, 30-40 election officers, 3-4 seniors working under the tax abatement program, 1-2 volunteers who work without compensation and occasionally a student intern.

### **Statement of Duties**

The Assistant Town Clerk indexes and disperses all documents and correspondence to/from Vital Records, the Secretary of State's office, Office of Campaign & Finance, State Auditor, Department of Revenue, Ethics Commission, as well as local departments in the Town.

In addition to legislative responsibilities, the Town Clerk's Office is perceived as the public face of local government. Contact is by telephone, in person, correspondence and personal meetings and requires a substantial degree of courtesy and tact. The work is performed with continuous interruptions from the general public. Must be able to multi-task, attain and complete deadlines as required by various state agencies including the

Elections Division which may require overtime compensation. Has access to confidential information, such as restricted vital records, bid proposals, reports and personal information regarding citizens of the Town. Has access to litigation and billing documents, and to confidential communication between the department head and citizens, employees, and other outside agencies.

### **Essential Functions**

*The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Under the supervision of the Town Clerk, running elections requires extensive coordination of legal procedures which includes some but not all of the following: test election equipment and ballots; provide voter registration sessions; create an accurate voting list making corrections based on Census and voter data; distribute and certify all nomination papers; administer absentee voting procedures; supervise and train all election officials; monitor polling places to ensure safety and accessibility to all voters; record the results of election returns; notify elected candidates in writing; enforce campaign finance law; review and file all campaign and political finance statements; maintain voter database through the VRIS; maintain all equipment for voting; advertise deadlines with the local press; process absentee ballots.

- Maintains the Town meeting calendar and Town Clerk web page in compliance with Open Meeting Law (effective 2009)
- Access vault records in compliance with Public Records law and FOIA (effective 2016)
- Documents the FOIA and Public Record requests (effective 2016)
- Vitals including issuing burial permits, amendments and adoptions; submits reports to Bureau of Vital Statistics monthly (additional computer databases for births and deaths to maintain effective 2012 and 2014, respectively)
- Administers oath of office to elected/appointed officials of all Board/Committees
- Maintains database of all Board/Committee members (implemented in 2013)
- Maintains database of all Business Certificates
- Prepares and submits weekly cash reports to Town Treasurer, Town Accountant for accounts payables and receivables.
- Organizes and issues dog licenses in coordination with the Animal Control Officer
- Researches historical records requested for genealogical studies or other purposes
- Records, files and certifies ZBA variances or special permit 20-day no-appeal letters; and Planning Board subdivision plans; Receives notices of claims and legal actions against or relating to the town
- Maintains the database for the DLS Gateway for Dept. of Revenue for post Town Meeting financial votes and all newly elected or appointed Board/Committee members
- Annual fuel storage certificates in conjunction with the Fire Department
- Annual raffle and bazaar permits
- Receives all resignations and notifies the appointing authority.

**Education and Experience**

Bachelor's degree in public administration, government, or related field; 3-5 years of related experience; experience in municipal government, including para-legal experience, elections and/or records management; or an equivalent combination of education and experience. Because of the new transparency demands by the public, evolving legal changes in procedures and new information technology, the need for speed and planning require this person to perform multiple tasks concurrently. Attend seminars and training courses with continuing education and networking to keep up to date with changing laws and regulations.

**Skills:** Ability to navigate Word, format documents, create templates, knowledge of Excel especially formulas, Access, VRIS, VIP databases and uploads to the Town Website or related software. Operates general office equipment, such as a calculator, copier, facsimile machine, and telephone.

**Knowledge:** Working knowledge of elections and Town Meeting procedures. Working knowledge of office practices and procedures. Thorough knowledge of office terminology, procedures and equipment. Working knowledge of Town government. Working knowledge of all 10 office software programs, including the Commonwealth of Massachusetts Voter Registry Information Systems, Absentee ballot application; Dog licensing, VIP births, VIP deaths, DBA, Boards and Committee database, storage tank database, vault database and Town Clerk budget database.

**Ability:** Utilize sound judgment and integrity and able to maintain effective citizen dialogue; must be friendly and courteous; ability to communicate effectively both in writing and orally, establish and maintain harmonious working relationships with town officials and departments, state agencies and the general public. Ability to maintain detailed and accurate records and to execute oral and written instructions in a precise manner.

**Physical and Mental Requirements**

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Occasionally required to lift office equipment weighing no more than 30 pounds.

*This job description does not constitute an employment agreement between employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*